City Clerk's Office

The City Clerk's Office promotes democracy by preserving and researching the city's legislative and electoral history in an accurate and efficient manner.

City Clerk

1.0 FTE

Records

- Official City records
- Legal documents
- Research
- State/local compliance

1.0 FTE

(Total 2.0 FTEs)

7/29/06

About the City Clerk's Office

What We Do (Description of Services)

- Maintain and preserve the records of the City Council from 1854 to the present.
- Publish and codify ordinances.
- Publish public hearing notices and miscellaneous council actions.
- Administer legal documents and follow city and state laws to ensure compliance by the city including: appeals, claims, petitions, summons and statements of economic interest.
- Perform simple and complex forms of research.
- Act as the Responsible Authority for Data Practices Act requests.
- City contact for records retention schedule.
- Administer the oath of office and maintain custody of the city seal.
- Oversee the election contract and act as the city liaison to the Ramsey County Elections Office.
- Submit council documents to Ramsey County and the State of Minnesota as required.

Statistical Profile

- 1,212 City Council files were processed in 2005, plus approximately an additional 1,000 pages of agendas, minutes and miscellaneous files.
- Approximately 200 ordinances and public hearing notices were published.
- 580 legal documents including summons, claims, appeals and petitions were administered.

2005-2006 Accomplishments

- Maintained productivity while experiencing reductions in staffing levels.
- Successfully moved the office to a smaller space while continuing to serve the public and other city departments.
- Worked with Human Resources to expand the use of our digital imaging system to the Regional Water Utility.
- Expanded our use of the imaging system to begin scanning older documents.
- Worked with Council Research and the Cable Office on the Granicus webcasting and minute maker project.

Key Performance Measures

Performance Objective: Request and maintain statements of economic interest from elected and appointed officials
Performance Indicator: State Auditor conducts a yearly audit and includes the results in their annual reports

MEASURES:	2004 Actual	2005 Actual	2006 Estimated	2007 Projected
Number of forms sent out to be filled out	63	52	83	80
Number of forms returned in compliance	63	49		
Number of City Employees/Elected Officials in non-compliance.	0	3		

Performance Objective: Publish all ordinances and resolutions requiring publication by city code, city charter and state statute
Performance Indicator: City Departments would contact City Clerk questioning the non publication and possilby liability to the City

MEASURES:	2004 Actual	2005 Actual	2006 Estimated	2007 Projected
Number of documents passed by Council needing publication	126*	79*	135	135
Percentage of doucments published	100	100		
*does not include resolutions				

Performance Objective: Prepare and submit election resolutions for setting of polling locations and canvassing of election results
Performance Indicator: Failure to meet deadlines will result in the city being in violation of city charter and state statutes. This could affect the official results of an election.

MEASURES:	2004 Actual	2005 Actual	2006 Estimated	2007 Projected
Resolutions submitted for passage within appropriate timelines.	100%	100%	100%	100%

Performance Objective: Submit all ordinances to the Municipal Code Corporation for the codification into the existing Charter, Legislative and Administrative Codes
Performance Indicator:

MEASURES:	2004 Actual	2005 Actual	2006 Estimated	2007 Projected
Ordinances requiring codification	120	70	80	90
Percentage codified	100%	100%		

City Clerk

Department/Office Director: **SHARI A MOORE**

	2004 2nd Prior Exp. & Enc.	2005 Last Year Exp. & Enc.	2006 Adopted	2007 Mayor's Proposed	2007 Council Adopted	Change from Mayor's Proposed	Change from 2006 Adopted
Spending By Unit							
001 GENERAL FUND	1,039,179	695,278	639,130	302,402	302,402		-336,728
Total Spending by Unit	**1,039,179**	**695,278**	**639,130**	**302,402**	**302,402**	**0**	**-336,728**
Spending By Major Object							
SALARIES	378,671	322,680	354,308	108,097	108,097		-246,211
SERVICES	455,647	196,745	154,098	146,284	146,284		-7,814
MATERIALS AND SUPPLIES	36,664	13,871	11,405	6,589	6,589		-4,816
EMPLOYER FRINGE BENEFITS	126,350	114,442	114,411	39,508	39,508		-74,903
MISC TRANSFER CONTINGENCY ETC	35,477	47,541	700	700	700		
DEBT							
STREET SEWER BRIDGE ETC IMPROVEMENT			2,984				-2,984
EQUIPMENT LAND AND BUILDINGS	6,371		1,224	1,224	1,224		
Total Spending by Object	**1,039,179**	**695,278**	**639,130**	**302,402**	**302,402**	**0**	**-336,728**
Percent Change from Previous Year		**-33.1%**	**-8.1%**	**-52.7%**	**0.0%**	**0.0%**	**-52.7%**
Financing By Major Object							
GENERAL FUND	1,039,179	695,278	639,130	302,402	302,402		-336,728
SPECIAL FUND							
TAXES							
LICENSES AND PERMITS							
INTERGOVERNMENTAL REVENUE							
FEES, SALES AND SERVICES							
ENTERPRISE AND UTILITY REVENUES							
MISCELLANEOUS REVENUE							
TRANSFERS							
FUND BALANCES							
Total Financing by Object	**1,039,179**	**695,278**	**639,130**	**302,402**	**302,402**	**0**	**-336,728**
Percent Change from Previous Year		**-33.1%**	**-8.1%**	**-52.7%**	**0.0%**	**0.0%**	**-52.7%**

2007 Budget Plan

2007 Priorities

- Continue to bring up to date the publishing and indexing of Council Proceedings books from 2001 to the present.
- Continue to digitally image past council proceedings to make better use of the imaging system and to expediate requests for these documents.
- Continue to research best practices for the functions of the City Clerk's Office to best preserve the City's historical data.
- Work with City Departments to ensure that all data practices requests are responded to within a timely and accurate manner, ensuring that our policies are updated and in compliance with state law.

2007 Budget Explanation

Base Adjustments
The 2006 adopted budget was adjusted to set the budget base for 2007. The base includes the anticipated growth in salaries and fringes for 2007 for employees related to the bargaining process. It also includes 2% inflation growth on goods and services. A spending restraint of $1,661 was applied to the budget to help control general fund spending.

Mayor’s Recommendation
The City Clerk (formerly Citizen Services) proposed budget for 2007 is $302,402. The budget is 52.7% less than the 2006 Citizen Services budget, which is primarily related to shifting of the Information and Complaint and Marketing functions to NHPI and the Office of Technology and Communications, respectively. The City Clerk portion of the budget is $2,670 less than in 2006. The reductions are absorbed through filling a vacant clerk-typist position at a lower salary level. The proposed budget reflects the changes indicated above, as well as a reduction in spending for bottled water and cell phone expenses.

Council Actions
The City Council adopted the City Clerk budget and recommendations as proposed by the Mayor.